

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: Southside
 Period: July, 2003

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
(9)Schedule drive testing for Triton(Suncom) 7/7	Amelia			0.5	Sent Sgt. Almarode routing info
(10)T/C Sgt. Almarode ref. Status for testing	Amelia			0.25	Testing on schedule
(14)Verify testing dates/issues w/Suncom	Amelia			0.5	Bob Layman/Triton(Suncom)PSAP
(14)On-site verification of testing	Amelia			2.25	Testing w/Triton(Suncom)successful
(15)Review call data for true-up	Amelia			0.5	Actual calls from Magic
(Filed 1st Qtr. Payment info in PSAP binder	Amelia			0.25	True-up process FY 2004 binder
Phase II					
(1)Review mapping plans for Phase II	Amelia			0.25	
(3)Phase II request letters	Amelia			0.25	TC Sgt. Almarode contacted
(3)Draft Phase I rescension letter to Aston Cole	Brunswick			1	Resind Verizon Phase I date
(3)Draft Phase I request letter to Triton PCS	Brunswick			1	Reviewed w/Leslie Weddington for signature
(3)Draft extension letter to T-mobile	Brunswick			1	Sent to T-Mobile/PSAP
(8)Email Jessica Rakes/Intrado ref. Info/Alltel	Brunswick			1.25	Tower info compiled and reviewed w/
(8)Verify/correct routing sheets/info	Brunswick			1	Leslie Weddington/Shirley Brodnax sent info
(9)Develop planning sheet w/info for PSAP	Brunswick			0.5	Sent to Shirley Brodnax
(9)Conference calls ref CPE installation/delays	Brunswick			4.75	Walt Meir/Verizon, Leslie Weddington
(9)Review CPE upgrade issues/admin lines	Brunswick			1.25	Leslie Weddington/Joe Menendez
(10)On-site mtg. Ref. CPE equipment/call accounting	Brunswick			1.25	Met w/Shirely Brodnax
(10)T/C to Walt Meier/Verizon for PSAP status call	Brunswick			0.25	Walt e-mailed info for call
(10)Tasking/planning issues for PSAP	Brunswick			0.5	Prepared binder for PSAP w/current info
(10)Faxed planning issues/info to PSAP	Brunswick			0.5	Info sent to Capt. Morgan/Shirley Brodnax
(10)TC/email Elizabeth Cebu/Intrado ref data info	Brunswick			1.5	Info compiled form completed for Intrado
(10)Reviewed status of voice logging equip upgrade	Brunswick			0.75	Capt. Morgan/Shirely Brodnax
(10)TC/email w/Lisa B ref T-Mobile update	Brunswick			0.5	Status
(10)Troubleshoot CPE installation delays	Brunswick			1.25	All parties notified/new schedule developed
(15)Reviewed/corrected call data records	Brunswick			3.25	Used for True-up and filed w/PSAP binder
Phase II					
(3)Phase II request letters sent to Lisa Meyers	Charlotte			0.5	To be reviewed and signed by PSAP
(3)TC/fax to Ruzanna/TCS Phase I request	Cumberland			0.25	
(6)T/C Paula Ellison ref. Error/timing solution	Cumberland			0.5	Problem w/ network based solution
(9)TC Paula Ellison ref. CPE installation and plans	Cumberland			0.75	Cutover of CPE scheduled 7/16/03
(10)Compile and review PSAP data for personnel	Cumberland			2.25	New replacement personnel contact Aaron Hickman
(15)Review and correct True-up reports	Cumberland			1.25	Reports reviewed w/ Paula Ellison & submitted
(15)Filed 1st Qtr. Payment info FY2004	Cumberland			0.25	Info filed in PSAP documentation binder
(10)Review status of CPE/Radio RFP	Dinwiddie			0.75	Approved by Board of Supervisors

(15)TC Denise Absher ref. Carryover funds FY2003	Dinwiddie			0.5	Letter to be submitted to Wireless Board
(10)Review/file routing info	Farmville			0.75	Filed in PSAP & CMRS binders
(10)TC Emmy Isbell ref. NCAS ESN	Farmville			0.25	
(3)Phase I implemetation request/Alltel	Halifax			0.75	Request for service/issues with info requested
(3)T/C allen Bober ref. Alltel requested info	Halifax			0.5	LEC info being prepared by Sprint
(3)PSAP service request info for Alltel completed	Halifax			1.25	Info sent to Candy Green/Alltel
(9)Requested trunk install updates	Halifax			0.5	Contacted Emmy Isbell for status
(10)T/C Allen Bober ref. New facility schedule	Halifax			0.25	Construction ahead of schedule
(3)Draft letter to Aston Cole ref. Verizon service	Lunenburg			0.75	No Verizon service available
(3)TC/Email /letter ref. Phase I implementation	Lunenburg			1.5	Ned Awad/Sprint, Jan Johnson/Intrado
(9)Issue ref. CML Rescue Star card	Lunenburg			0.75	Kelly Curd/Sprint & Sheriff Adams contacted
(3)Draft/Submit Phase I request Lisa B./T-mobile	Mecklenburg			1	Linda Cage/PSAP notified and copied
(5)Review Verizon service contract	Mecklenburg			1	CPE service agreement for CPE
(8)T/C ref. Alltel tower addressing	Mecklenburg			0.75	Linda Cage/PSAP & Jessica Rakes/Intrado
(8)TC Terry Romano/PSAP ref MSAG Alltel towers	Mecklenburg			0.5	Verified tower addresses
(8)Veried Verizon tower #36 lat/lon info	Mecklenburg			0.5	Info filed w/PSAP tower information
(8)TCs/Email to Jenny Beardwood/Intrado	Mecklenburg			1.25	Verify Alltel towers/correct addresses
(8)Update Alltel addresses/verify w/Judy Middleton	Mecklenburg			2.5	Corrected addresses for Intrado verification sheet
(9)T/C Linda Cage ref. Testing/CPE install	Mecklenburg			0.5	CPE minor problems being addressed by Verizon
(9)Research/Advise WSP of routing/address changes	Mecklenburg			1.75	Judy Middleton/Alltel & PSAP
(10)Email/T/C w/Linda Cage ref coordinating testing	Mecklenburg			0.5	Plan of action/status for WSPs
(10)Follow w/Intrado ref. Cell sectors display	Mecklenburg			0.5	Cell sectors not displaying on Screen
(14)Coordinate testing schedule PSAP/LEC/WSP	Mecklenburg			1.75	Verizon/Alltel/TCS/PSAP
(14)On-site verification of continuity testing	Mecklenburg			1	TCS/Ashton Cole & Verizon Drive testing 7/14
(14)Coordinate scheduling of drive testing	Mecklenburg			0.5	Judy Middleton/Alltel & PSAP 7/11
(14)On-site drive test/cutover w/Alltel	Mecklenburg			2.5	All tests successful except one tower not operational
(14)Drive testing w/Suncom	Mecklenburg			1.5	All tests successful
(14)Review testing data/documentation	Mecklenburg			1	Check for conformity/accuracy
(14)Test final Alltel tower	Mecklenburg			1.25	Testing successful
(1)Checked w/Gloria Gray ref. CPE upgrade	Nottoway			0.25	Equip is being ordered from Sprint(CML)
(9)TC Ruzanna Boyoran/TCS ref. CPE delays	Nottoway			0.5	Email sent ref. Delays and CPE
(15)TC Sheriff Parrish ref. Funding requests	Nottoway			0.5	FY2003 & FY2004
(8)Review/correct cell tower/coverage info	Region			4	Updated individual PSAP info
(8)Email Bob Layman/Triton PCS ref. Tower info	Region			0.25	Triton PCS available coverage for PSAPs
(8)Respond to Intrado requests for copies of call routing	Region			0.5	Copies sent to Intrado
(10)T/C Ms. Ruzanna ref deployment status on CMRS	Region			0.25	Status updated on Brunswick/Nottoway
(10)T/C John Garner/AT&T confirm no service	Region			0.25	Reconfirm no service coverage in area
(10)T/C & emails Alltel/TCS/Verizon/Intrado	Region			3.5	Ref. Updates/schedule/delays in deployments
(10)Status updates to Bob Layman/Triton PCS	Region			1.25	Updated on issues regarding deployments
(10)Review mutual aid agreements/overflow calls	Region			1.5	Requests to PSAPs on how to handle calls
(10)Conference call Sprint/Intrado	Region			1.5	Follow-up / status
(10)Conference calls Triton PCS	Region			4	Follow-up on requests/status/updates
(10)Tasking emails/correspondence	Region			3.25	Alltel/Intrado/Triton PCS
(10)TCs/emails/correspondence ref. Delays/schedule	Region			3.5	Alltel/Intrado/Verizon/TCS
(10)TC Linda Kenyon/Allten ref. Update status	Region			0.75	Email on follow-up requests sent
(10)Correspondence/emails TCS, T-mobile	Region			1.25	Extension requests/deployment status updates
(10)Email to Linda Kenyon, Judy Middleton/Alltel	Region			2	Updated status reports Bob Layman Triton
(10)PSAP weekly status calls	Region			6.5	All PSAPs contacted ref. Status

(10)Review/correct CMRS	Region			3.5	Filed in PSAP binders w/updates
(10)TCs/email Aston Cole ref. Status	Region			1.25	
(10)Regional meeting	Region			1.5	Not all PSAPs present
(11)Drafted agenda and info folders for Regional mtg	Region			2.25	Agendas sent to PSAPs for mtg 7/16
(11)Monthly newsletter	Region			5	July issue
(11)Email FY2003 reports to PSAPs	Region			0.5	Total hours expended for each PSAP
(11)Review/Update Quick reference sheets	Region			1.5	Issues/Delays/Problems/Status
(11)Review/respond to correspondence from PSAPs	Region			6.75	Updated issues/problems repoded to questions
(11)Review/update/purge PSAP information	Region			2	All PSAP info in binders updated
(12)Monthly report	Region			10.25	
(12)Finalize FY2003 Report on Hours	Region			4.25	Report mailed to Steve Marzolf & PSAPs
(12)Wireless Board mtg 7/9	Region			1	Report on issues to PSAPs
(12)File notes/emails form State mtg.	Region			0.5	Filed w/individual PSAP folders
(13)Review final draft of Section 1	Region			0.25	PSAP training manual
(13)PSAP training manual revisions/corrections	Region			45.25	All edits/compilations completed/ready for State review
(15)Create PSAP True-up Floppies	Region			1.25	Contains worksheet w/formulas
(15)Review true-up/status for PSAPs	Region			7.25	
Phase II	Region				
(1)Develop tasking for Phase II	Region			3	Preliminary tasking for review at Regional Meeting
(1)Filed PSAP responses for critical factors	Region			1	Filed by PSAP for mapping vendor criteria
(1)Create Phase II PSAP binders/	Region			1	PSAP binders ready for Phase II
(1)Draft mapping format for PSAP review	Region			2.75	Review at Regional Meeting
(3)Revise and mail Phase II request letters	Region			2.5	letters being sent to PSAPs for review/approval
(10)Develop Phase II checklist	Region			1.75	To be used w/Ntelos for deployment
(10)Phase II plans request w/WSPs	Region			1.25	Needs and procedures to be followed for deployment
(12)Review Phase II hours	Region			2.5	Review at Regional Meeting
			0	206.25	

Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
Nottoway CPE upgrade	Review w/ County officials/PSAP/Sprint	
Farmville Fire/CPE upgrade new facility	Assist wherever possible	
Verizon delays w/Brunswick CPE installation	Review w/ PSAP/Verizon	

W

g

nent